

Instructions for Completing
Continuing Education Report
for Alabama Respiratory Therapist License

Overview

The rules and regulations for continuing education are in Chapter 798-X-8 of the Alabama Administrative Code. Some key provisions of these rules and regulations are outlined below.

1. A respiratory therapist is individually accountable for continued competence to practice respiratory therapy.
2. A licensed respiratory therapist must complete a minimum of twenty-four (24) continuing education hours over the two year licensure period to be eligible for license renewal.
3. A respiratory therapist is responsible for maintaining records including documentation of proof of continuing education, such as certificates and transcripts for a two-year period following the renewal date for which the contact hours were earned.
4. Continuing education activities that are acceptable are set forth in the Alabama Respiratory Therapy Rules and Regulations. A summary of some of these educational activities is listed below.
 - a. Any educational activities approved for CRCE units by the AARC.
 - b. Any educational programs put on by ASBRT approved providers intended for respiratory therapists.
 - c. Taking and passing college or university courses which enhance a respiratory therapist's professional growth and development.
 - d. Taking and passing courses related to ACLS, PALS, or NRP, except that no more than 12 contact hours of continuing education units of advanced life support may be applied for renewal of license.
 - e. Self study courses, including on-line and webcasts, approved by the AARC, except that no more than 12 contact hours of continuing education units of self study may be applied for renewal of license.
 - f. Respiratory therapy related educational offerings by a variety of approved organizations as defined in rule 798-X-8.02(5).
 - g. Successful completion of recredentialing examination or specialty examination administered by the NBRC.
 - h. Preparation and presentation of a lecture approved for ASRC continuing education.
5. Audits of continuing education shall be conducted at random and upon receipt of written complaint. Should you be notified of audit requirements you must attach certificates, transcripts, or other documentation of attendance to substantiate the named continuing education contact hours. A respiratory therapist who fails to comply with reporting requirements, requirements of the audit, requests of documents, or submitting false, inaccurate, or incomplete evidence of meeting continuing education requirements shall be subject to disciplinary action by the Board.

Instructions for Completing Form

Section 1 - If you are an AARC member, you may submit an official transcript from the AARC to document education that has CRCE approval. Simply list the number of CRCE hours earned and enclose a copy of the transcript. Transcripts are easily downloaded and printed from the AARC website. If you are not an AARC member, but have attended courses that are approved by the AARC for CRCE credit, list such courses in part 2 of the Report and in place of Provider #, enter CRCE.

Section 2 - If you attend programs by ASBRT approved providers, list the classes attended and provide requested information. The provider number should be listed on any certificate you received for that educational program, as well as the number of hours awarded.

Section 3 - All other education should be listed in this section. List the semester or quarter hours for university and/or college courses in the course description. Under hours, convert to contact hours. See 798-X-8-.01(4) for conversion of academic hours to contact hours.

Last - Sign the form whereby you attest to the accuracy of your report.

Note: You may find that you have continuing education in excess of the number required. You are not required to document all continuing education, but only sufficient education to support your renewal. For instance, if your AARC CRCE transcript documents 24 or more hours, it is not necessary to list additional education in section 2 or 3 of the report. You can list excess hours, but they do not enhance your renewal application and the hours will not carry over toward future renewals.